SBRC Combined Application Form for Increased Enrollment, Open Enrollment Out Students not on the Previous Year's Certified Enrollment for Whom the District will Pay Tuition in the Current Budget Year, and Limited English Proficient Program Costs in Excess of Weighted and Categorical Funding

Due December 1, 2008

The actual request to the SBRC for MAG is the amount on row 21. Be sure that you complete all of the rows required for the request and the total on row 21 is correct.

Increased Enrollment
School districts that have an October 2008 certified enrollment (row 7) greater than the October 2007 certified enrollment (row 7) have the opportunity to receive an on-time funding budget adjustment up to 100% of the enrollment increase by making a request to the School Budget Review Committee (SBRC). Rows 1-3 and row 18 pertain to increased enrollment.

Open Enrollment
Iowa Code section 282.18(9) allows a district of residence to apply for modified allowable growth to the School Budget Review Committee (SBRC) if a student was not included in the resident district's enrollment count during the fall of the year preceding the student's transfer under open enrollment, if the resident district is paying tuition for that student during the current year.

The modified allowable growth for open enrollment out students will be calculated on the FTE of the open enrollment out students not on the previous year's enrollment count, minus the FTE of students included on the application form for increased enrollment, times the state cost per pupil in the previous budget year. It will not include limited English proficient weighting because that is not paid as part of tuition if the student was not present on count date in the previous year in order to generate that funding. The students to be included in this request are determined individually rather than comparing the total number of open enrollment out this year to the total number of open enrollment out last year. Rows 4-6 and row 19 pertain to open enrollment.

Limited English Proficient
Iowa Code sections 280.4(3) and 257.31(5)(j) allow a district of residence to apply for modified allowable growth to the School Budget Review Committee to continue funding a program for limited English proficient students after the four years of weighting and to provide funds for the excess costs of instruction of these students. These programs may be called English Language Learner (ELL) programs in your district.

The modified allowable growth will be calculated as the total actual budgeted expenditures for the current year, reduced by the LEP funding generated in the current budget year based on the October 2007 LEP count, and reduced by any other grants or resources provided to the district for this program. Rows 7-17 and row 20 pertain to limited English proficient programs.

In order to apply, the district must complete and submit (certify) the Application Form by December 1, 2008. The SBRC will act on these requests during its March meeting. If the SBRC grants the district's request for modified allowable growth, the Department of Management will increase the district's budget authority by that amount.

There is no add button for this form.

The district will enter information only in column 3 and only on rows 4, 7-11, 13, 16, and 18-20. All other rows will be calculated for the district.

Increased Enrollment

Rows 1-3, Click the Update Button to have the form calculate all rows through row 3. These rows are not entered by the district.

Row 1, Column 1, Actual Enrollment from October 2007.
The number of students from row 7 of last year's certified enrollment summary form *has been entered.*

Row 1, Column 2, Actual Enrollment from October 2008.
The number of students from row 7 of the current year's certified enrollment summary form *has been entered*.

Row 1, Column 3, Increase in Actual Enrollment.
The difference in the number of students on the October 2008 certified enrollment summary form and the number of students on the October 2007 certified enrollment summary form *has been entered.* If the October 2008 enrollment was less than the October 2007 enrollment, zero *has been entered.*

Row 2, District Cost Per Pupil.
Your district's cost per pupil for the current year *has been entered*. The district cost per pupil can be found on the current year's Aid and Levy Worksheet, line 2.3.

Row 3, Maximum of On-time Funding Budget Adjustment and Modified Allowable Growth for Increased Enrollment.
The maximum *has been entered.* The formula is to multiply the number of increased enrollment FTE on row 1 by the current year's district cost per pupil.

Open Enrollment

Row 4, Open Enrollment Out.
Enter the FTE of students that were not included on any row 1-7 of the October 2007 certified enrollment form and who are open enrolled out for the 2008-09 school year and for whom your district is paying tuition during the current year. If there are no such students, skip this row.

Report students open enrolled out to a home school assistance program at the same FTE that same student has been reported on form 2 of the October 2008 certified enrollment form. That FTE may be .1, .6, .7 or 1.0.

Do not include students who are open enrolled out if your district is not required to pay tuition in the current year, regardless of whether the students were included or not on the previous year's certified enrollment count. These would include:
- Any student who moved into your district after October 1, 2008.
- Any student in eleventh or twelfth grade who has moved into your district and who is currently attending the district of which the student was a resident in the previous year. These students are not considered open enrolled.
- Any student, 9-12 grades, who is dual enrolling under open enrollment to another district to participate in PSEO or to dual enroll in classes offered by that district other than the activity program.

Do not include students who should have been included on the October 2007 certified enrollment form but were erroneously omitted. These students are added to the budget through an audit

adjustment to budget enrollment. Give the information to your auditor when the 2007-08 audit is conducted.

Click the update button to have the form calculate all rows through row 6.

Row 5, Excess of Open Enrollment Out over Increase in Actual Enrollment.
The increased enrollment on row 1, column 3, will be subtracted from the number of open enrollment out students reported on row 4, and the difference will be entered on row 5. If row 4 is less than row 1, zero will be entered on row 5. **This will not happen if the district did not click the update button after entering information on row 4.**

Row 6, Maximum Modified Allowable Growth for Open Enrollment Out.
The maximum *has been entered*. The formula is to multiply the net FTE entered on row 5 times the state cost per pupil for the previous year.

Limited English Proficient

Rows 7-12 will be the expenditures for the limited English proficient program budgeted for the 2008-2009 school year in the general fund 10, program 410.

Row 7, LEP Program Salaries.
Enter the amount budgeted for salaries, object codes 100-199.

Row 8, LEP Program Employee Benefits.
Enter the amount budgeted for employee benefits, object codes 200-299.

Row 9, LEP Program Purchased Services.
Enter the amount budgeted for purchased services, object codes 300-599.

Row 10, LEP Program Supplies.
Enter the amount budgeted for supplies, object codes 600-699.

Row 11, Equipment.
Enter the amount budgeted for equipment, object codes 700-799.

Click the Update Button to have the total of rows 7-11 calculated and entered on row 12.

Row 13, Total Number of Students Served
Enter the total number of students being served as of December 1, 2008. This could be different than the number entered on form 13 of the certified enrollment form due to students served beyond the four years of weighting and students that have moved in or out since October 1, 2008.

Row 14, Prior Year's LEP FTE.
The total FTE reported on the October 2007 certified enrollment, form 13, *has been entered*.

Row 15, Weighted Funding Generated.
The total weighted funding generated for the FTE reported on the October 2007 LEP count *has been entered*. The calculation is the FTE reported on row 14 times the current year district cost per pupil.

Row 16, Grants & Other Resources.
Enter the total amount of grants, carryover, and other resources provided to the district for its LEP program.

Click the Update Button to have the maximum modified allowable growth request calculated and entered on row 17.

Modified Allowable Growth Requests

Row 18, On-Time Funding Request.
Enter the amount of on-time funding budget adjustment for increased enrollment that your district is requesting. This amount cannot exceed the maximum amount on row 3. This request must be a board resolution included in the board minutes.

Row 19, Open Enrollment Out Request.
Enter the amount of modified allowable growth for open enrollment out that your district is requesting. This amount cannot exceed the maximum amount on row 6. This request must be a board resolution included in the board minutes.

Row 20, Limited English Proficient Request.
Enter the amount of modified allowable growth for excess costs of limited English proficient programs that your district is requesting. This amount cannot exceed the maximum amount on row 17. This request must be a board resolution included in the board minutes.

Click the update button to save the entries on rows 17-19 and to have the total entered on row 21. If these amounts are greater than allowed, an error message will appear.

Certification
The final step is to complete the contact information on the form to indicate that the information submitted is complete and accurate. After all entries have been reviewed, click on the **Certify button**. Clicking the certify button on the web based data collection, signifies signing the certification form and no further paperwork is necessary. The district will not be given credit for having applied for modified allowable growth until the information has been certified. Once the data have been certified, data can no longer be changed. Data will, however, still be browsable.